COLLEGE OF EDUCATION
TRANSFER STUDENT CHECKLIST

Transfer Tips
☐ Apply to UCF early
☐ RSVP for an early orientation

Associate of Arts (A.A.) Degree
☐ A.A. degree earned at a Florida public institution OR
☐ Complete the UCF General Education Program Requirement

Transcripts (Official Copies)
☐ Submit all college and/or university transcripts to the Undergraduate Admissions office
☐ Submit high school transcripts to the Undergraduate Admissions office

Foreign Language Requirement
☐ Completed 2 years of the same foreign language in high school OR
☐ Complete 1 year of college instruction in the same foreign language

Documentation in your possession the day of Transfer Orientation
☐ Transcripts (official or unofficial)
☐ Proof of GPA
☐ Official copies of General Knowledge Test (GKT) scores

College of Education Admission Requirements
☐ Complete the University General Education requirements or its equivalent (i.e. an A.A. degree from an approved Florida community college or state university).
☐ Complete the Education Common Program Prerequisites.
☐ Have a minimum 2.5 overall GPA. Minimum 2.75 overall GPA required for Early Childhood Development & Education.
☐ Pass all four parts of the General Knowledge Test. (Early Childhood Development & Education – Development Track Only, Technical Education & Industry Training and Sport & Exercise Science are non-certification programs which do not require the GKT)
☐ Complete State University System Foreign Language Admission requirement: 2 years in high school or 1 year in college of the same foreign language or American Sign Language.
☐ Complete the Gordon Rule Requirement.

Once admission requirements have been met, complete a College of Education Change of Major request via the myUCF portal (my.ucf.edu) or visit your Regional Campus advising office.

College of Education – Undergraduate Advising:
Location: Education Complex, Room 110
Phone: 407-823-3723/Fax: 407-823-3852
Email: edstudserv@ucf.edu